

# P-NOTES

*Issued by the Office of Purchasing, Travel & Fleet Management*



Website: <http://www.dfa.ms.gov>  
 E-mail: [PurchasingandTravel@dfa.ms.gov](mailto:PurchasingandTravel@dfa.ms.gov)  
 Telephone Number: 601-359-3409  
 Fax Number: 601-359-3910

## Featured Contract

### Vehicle Rental Services

Type of Contract: Competitive

The Vehicle Rental Services contract has been renewed for the period December 1, 2017 – November 30, 2018. Employees traveling in the State on official state business that requires a rental vehicle must rent vehicles from any of the listed in-state contract vendors. Employees traveling out of the State on official state business requiring a rental vehicle must rent from the primary vendor or from the secondary vendor when a vehicle is not available from the primary vendor.

Please note that employees should not purchase additional insurance when renting a vehicle from state contract. Only intermediate sized or smaller vehicles should be rented when utilizing this contract unless an e-waiver has been approved for the purchase of a larger vehicle.

Contract information has been posted on the Office of Purchasing, Travel, and Fleet Management's, (OPTFM) website and may be viewed at:  
<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/competitive-contracts/v-w-xyz/vehicles-rental-services/>

If you have questions regarding the Vehicle Rental Services, please reference the Travel Manual or contact Symone Bounds in the Office of Purchasing and Travel at (601) 359-9373 or [Symone.Bounds@dfa.ms.gov](mailto:Symone.Bounds@dfa.ms.gov).

Spend: Spend for all Vehicle Rental Services contracts for December 1, 2016 – November 30, 2017 was \$1,914,568.53.

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## Negotiated Contracts



## Cooperative Contracts

Fire Fighting Uniforms, Boots, Hats, Gloves

Contract Effective Dates:  
03/01/2017 - 02/28/2018

Effective December 8, 2017, the Contract Number and Supplier Number for Fire Dex, a vendor on the Fire Fighting Uniforms, Boots, Hats, and Gloves contract has changed.

The updated information is located on OPTFM's website at <http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/d-e-f/fire-fighting-uniforms-boots-hats-gloves/>.

This contract is effective until 2/28/2018.

If your agency/department makes purchases from this vendor, please make note of the changes.

- Supplier Name: Fire Dex
- Supplier Number: 3102045407
- Contract Number: 8200036899

Please contact Ramona Jones at [Ramona.Jones@dfa.ms.gov](mailto:Ramona.Jones@dfa.ms.gov) if you have any questions.

The Office of Purchasing and Travel has established contracts with numerous vendors through the National Joint Powers Alliance. These contracts are adopted for the purchase of **Heavy Construction Equipment**. The vendors that are currently on contract are:

- John Deere
- Caterpillar
- Woods Equipment
- Clark Equipment DBA Bobcat/Doosan
- Case/New Holland
- Volvo Construction Equipment
- Kubota
- JCB Inc.

These cooperative contracts can be viewed on our website at the following link:  
<http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/cooperative-contracts/g-h-i/heavy-equipment/>

## Procurement and Travel Card Payments



All procurement and travel card accounts should be paid in full every month. When submitting payments in MAGIC, please be sure to enter the full **Control Account Number** in the appropriate field. The last 8 digits of the number will not be sufficient to process the payment to the correct control account. If paying via check, please place the full control account number on the Memo Line. Both processes are to be followed to ensure that the payment is applied to the correct account.

## Surplus Property

Let MOSP help your organization obtain the property and supplies that it needs to help serve the citizens of the State of Mississippi.

If you have specific needs, we will make every effort to locate and obtain property for you. Our goal is to serve you!

Give us a call at 601-939-2050 or come visit us at 3157 Hwy 468W, Pearl, MS., (Directions: I 20 east toward Meridian, take Exit 52, Airport Exit, south on Airport Road to intersection of Hwy 468, right on Hwy 468, go one (1) mile, located on right).

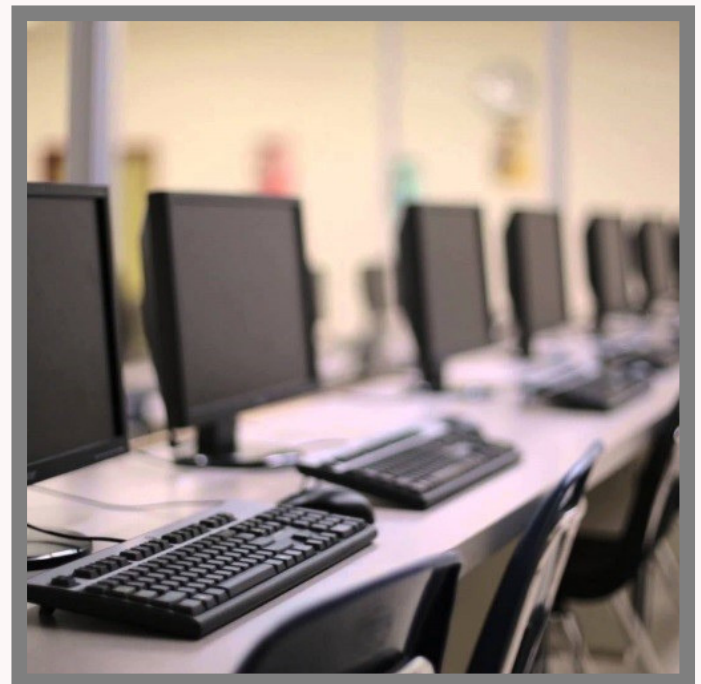


## State Agency Procurement Lab

State agencies needing to perform Reverse Auctions in MAGIC may request assistance from DFA. The DFA Offices of Purchasing, Travel and Fleet Management (OPTFM) and Mississippi Management and Reporting Systems (MMRS) are collaborating to provide a Procurement Lab in a DFA training room.

OPTFM and MMRS personnel will be present at the event to provide procedural and technical assistance. The Procurement Lab will be available on a first come, first serve basis on Tuesdays and Thursdays at 2 p.m., beginning January 4, 2018.

To request use of the Procurement Lab and DFA personnel, please submit an email to the MASH help desk at [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov). Requests must be received at least two (2) weeks prior to the Reverse Auction.



# Procurement Manual Update

The State of Mississippi Procurement Manual has been updated with the following changes that will become effective starting January 1, 2018:

- **Foreword:** Clarified application of Manual to governing authorities
- **1.102:** Updated statutory reference from 31-7-13 to 31-7-1
- **1.104:** Included "et seq." after 31-7-1; Updated language regarding application to services and construction
- **1.107:** Updated definition of governing authority; added definition of purchasing agent; add definition of reverse auction
- **2.101:** Deleted reference to "within the DFA"; revised details of PPRB composition
- **2.102, 2.102.01, 2.102.02:** Rephrased for clarity
- **2.102.03:** Section renumbered to 2.102.04
- **2.102.03:** Added new section requiring the designation of purchasing agents annually in accordance with HB 1109
- **2.102.04:** Renumbered to Section 2.102.05 and updated to include revisions to PPRB approval section, including date of submission, deleting references to special meetings, clarification of construction, addition of leases and architectural and engineering contracts, and adding reverse auctions
- **2.103:** Clarified OPTFM purview over governing authorities for purposes of reverse auctions
- **2.105.02:** Deleted reference to fees in CMPA
- **3.101.02:** Included clarification of exemptions of maintenance and repairs as subject to purview of OPSCR
- **3.106:** Included reference to requirement of exemption from reverse auction prior to using competitive sealed bidding
- **3.106.05.3:** Updated MPTAP section to include compliance by MAGIC
- **3.106.22:** Added information on reverse auctions
- **3.106.23:** Added information on electronic bidding
- **3.107:** Added information on competitive sealed proposals - entire section deleted and replaced with new language from HB 1109
- **3.110.03:** Emergency contracts limited to 1 year
- **3.111:** Revised from PSCRB to OPSCR for services
- **3.125:** Added information on protective orders
- **6.102.03:** Corrected typo of "ten" days to "seven"
- **10.109:** Corrected title of BOB Manual
- **10.109.02:** Revised to include submittal of construction bids electronically
- **10.109.03:** Added statutory exemption for MDOT
- **10.111:** Revised from PSCRB to OPSCR for services
- **Appendix A:** Added reverse auction to 31-7-13(c)

The updated manual is now accessible on the OPTFM Website at: <http://www.dfa.ms.gov/media/6014/procurement-manual.pdf>.



The manual will be supplemented with MMRS Training Guides and OPTFM Reference Guides. Both sets of guides will be located on the OPTFM Website. These guides will hold supplemental information to guide entities through the reverse auction, electronic bidding, and protective order processes.



# **The Office of Purchasing, Travel and Fleet Management**

**Ross Campbell, Director, OPTFM**

Ashley Harrell

**Michael Cook, Director, OPT**

James Brabston

Regina Irvin

Christopher Statham

Steve Tucker

**Symone Bounds, Director of Marketing and Audit**

Carlos Galloway

Jametta Gregory

Candice Hay

Ramona Jones

Yolanda Thurman



**Wayne Cranford, Director,  
Bureau of Fleet Management**

Billy Beard